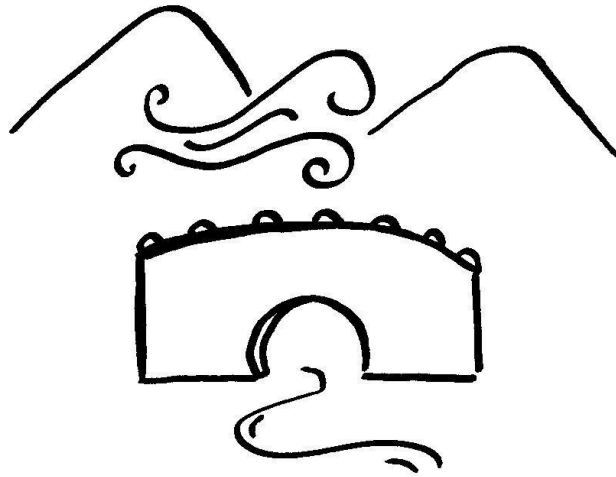


# Debate Chair Handbook

2009



West Lake  
Model United Nations



## Table of Contents

Expectations of Debate Chairs.....	3
List of Debate Chairs .....	4
List of Schools and Directors.....	5
Maps of Hangzhou International School .....	7, 8
Main Conference Locations.....	7
Detailed Schedule of Events .....	9
Rules of Procedure.....	10
Resolution Format.....	13
Procedures during Debate .....	15
Materials for Debate Chairs	
Essay .....	18
Script: Debating a Resolution .....	20
Script: Security Council.....	22
Dealing with Motions and Points.....	24
Script: Dealing with Delegate Mistakes .....	26
Script: Opening Ceremonies .....	27
Frequently Asked Questions .....	29
Appendix A: Introductory Phrases for Resolutions.....	30
Appendix B: Useful Phrases and Terms Relating to Debate .....	31

## Expectations of Debate Chairs

### **General Expectations**

Model appropriate diplomatic procedure and behavior.

Memorize the rules of procedure and the scripts for debate chairs.

### **Conference Preparation**

Share ideas via a conference wiki.

Advise delegates.

Prepare a brief report on your school's delegation, listing who is most prepared and who needs encouragement.

Attend a debate chair workshop from 10:00 am to 3:00 pm on Friday, November 7.

### **During the conference**

Get deeply involved in lobbying and merging.

Serve as chairs and co-chairs during the debates. You are expected to share these roles freely and give everyone a turn to chair a debate or two.

## List of Debate Chairs and the Topics they have prepared

General Assembly	
Shaun Chen	The Housing Crisis
Hee Su Jang	Question of the Right to Euthanasia
Huezin Lim	Legalization of Narcotic Drugs
SiQi Wang (Eva)	Piracy in Somalia
Economic and Social Council	
Austin Anderson	Combating Copyright Infringement in Cyberspace
Ho Gun Kim	Measure to Promote Education in Developing Nations
Yu Jeong Kim	Empowering Women in Developing Nations to Ensure Sustainable Growth
Wu Fan (Rose)	Human Influence on Climate Change
Security Council	
Jenny An	Peace and Security on the Korean Peninsula
Dana Lin	Question of Territoriality of the North Pole
Caleb Oh	Situation in Georgia

## List of Schools and Directors

(alphabetical by school name)

School Name (Abbreviation)	Name of Director or Chaperone	Title
Concordia International School (CIS)	Erik Paulson	Director
Dalian Maple Leaf International School (DLMLIS)	Darren Seath	Chaperone
	TBA	Chaperone
Dulwich College Suzhou (DCS)	Ryan Campbell	Director
	Judy Li	Chaperone
	Yuki	Chaperone
Eton House International School Suzhou (EHIS)	Glenda Ray	Director
	TBA	Chaperone
	TBA	Chaperone
Hangzhou Foreign Language School (HFLS)	Seagreat Bao	Director
	Leo Gong	Director
Hangzhou Number 2 Middle School (HZEZ)	TBA	Director
Hangzhou International School (HIS)	Thomas Robinson	Director
	Anna Erickson	Director
	John Milton	Director
Qingdao MTI International School (QMIS)	Donald Lyngdoh	Director
	TBA	Chaperone
Shanghai American School – Puxi Campus (SASPX)	Linda Wegener	Director
	Michael Pruden	Chaperone
Shanghai Community International School – Hongqiao Campus (SCISHQ)	Greg Dotzenko	Director
Shanghai Community International School –	Jordan Finch	Director

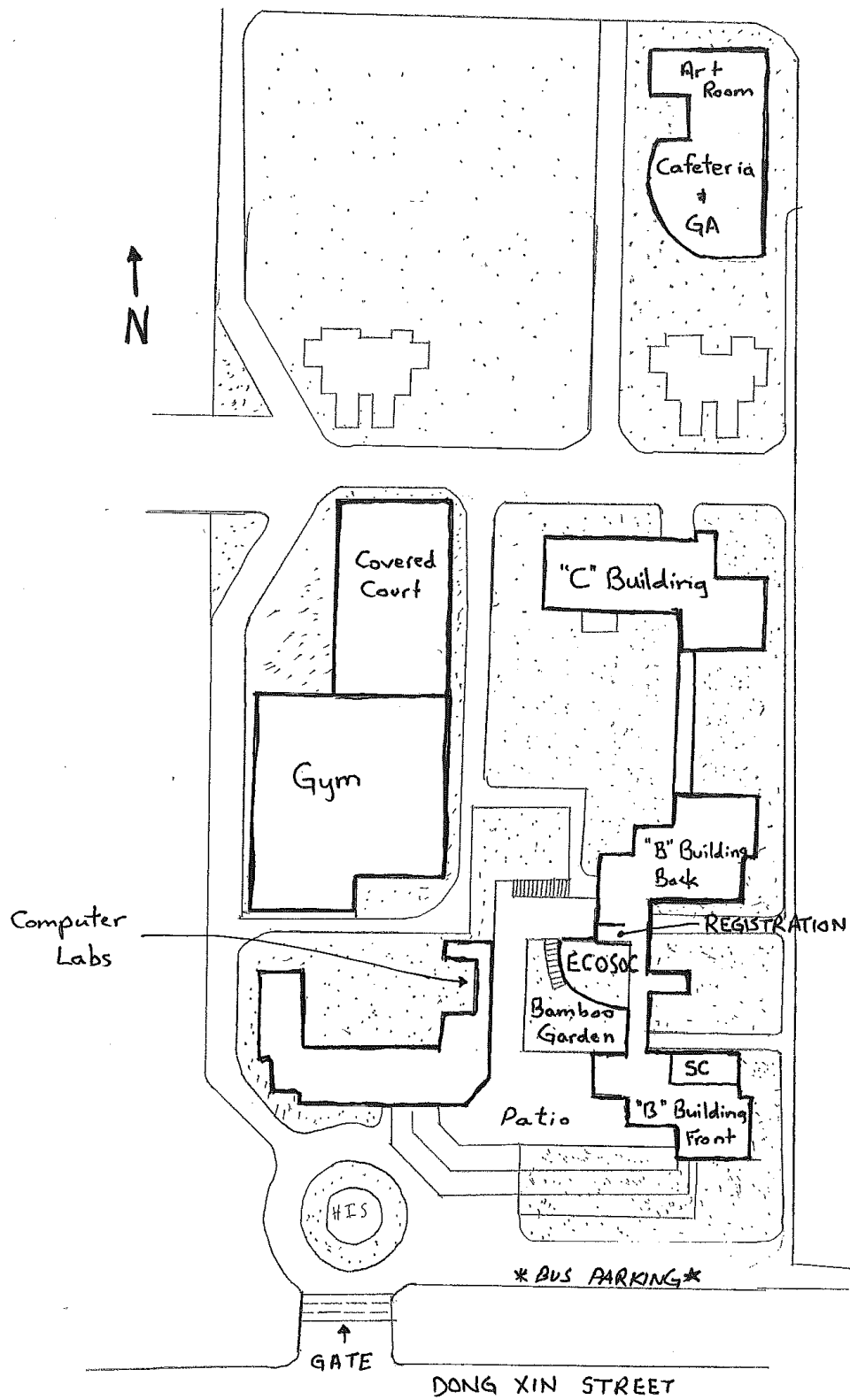
Pudong Campus (SCISPD)	Chris Way	Director
Suzhou Singapore International School (SSIS)	Melodie Greene	Director
	TBA	Chaperone
	TBA	Chaperone
TEDA International School (TEDA)	Maryanne O'Neill	Director
	John Kleinhenz	Chaperone
Tianjin Homeschool Network (TJHN)	Charly Pine	Director
Xi'an Gaoxin No. 1 High School (GXYZ)	Syed Ahsan	Director
	Wu Wen Ting	Chaperone

## Maps of Hangzhou International School



Main Conference Locations and Landmarks		
Site	Location in Picture	Feature(s)
Building A	bottom left	it has a tower with an HIS sign on it.
Building B	bottom right	connected to Building A by a covered patio
The Bamboo Garden	the dark square in the center of the patio	jutting out from Building B is a room with a circular wall. This is the auditorium. Below it, at garden level, is the library.
The Cafeteria / Performance Space	top right	east of the soccer field, this building houses General Assembly Two.

See the next page for a different view of the campus.





## Detailed Schedule of Events

Saturday, 11/14		Sunday, 11/15	
9:00 – 9:30 am	Registration	9:00 am – lunch	Debate
9:30 – 10:30 am	Opening Ceremonies	10:30 am – 11:00 am	<i>Directors' meeting</i>
10:30 am – 12:30 pm	Lobbying & Merging and ad hoc meetings	11:45 pm – 12:30 pm	Lunch* – General Assembly
10:30 am	<i>Brief Informational meeting for Directors</i>	12:30 pm – 1:15 pm	Lunch* – ECOSOC and Security Council
11:00 am – 1:30 pm	Approval Panel Open	After lunch – 3:00 pm	Debate
11:45 am – 12:30 pm	Lunch* – ECOSOC and Security Council		
12:30 pm – 1:15 pm	Lunch* – General Assembly		
After lunch	Debate		
4:45 pm – 5:30 pm	Dinner* – ECOSOC and Security Council		
5:30 pm – 6:15 pm	Dinner* – General Assembly		
6:30 pm – 6:45 pm	<i>Informational meeting RE: Applications for Debate Chairs in 2010</i>		

\*The actual time for lunch on Saturday will vary somewhat from this published time.  
The Debate Chairs will determine the timing of lunch and announce it during the debates.

## Rules of Procedure

### General Rules

These rules are designed to ensure that each delegation enjoys an equal opportunity to voice its opinion at the conference. It is the responsibility of each delegate to understand these rules and act according to the procedures detailed below. The debate chairs will apply these rules with the goal of facilitating a fair debate. Any misuse of the rules will not be tolerated.

Since this is a simulation of the United Nations, all articles and principles of the United Nations Charter and the Universal Declaration of Human Rights will guide the delegations during this event. However, since West Lake MUN will last only two days, certain additions and changes to the above principles are in order. They are detailed in this handbook.

Diplomatic behavior is expected from each delegate. First and foremost, the delegates must respect all decisions of the debate chairs. Such decisions are final. It follows that delegates must always obtain the floor before speaking and yield the floor at the request of the chair. Additionally, delegates should always stand when speaking, refrain from using personal pronouns in their speech, and be courteous. Disruptive behavior or non-diplomatic language may result in a warning, expulsion from the debate, or expulsion from the conference, at the discretion of the president or chair.

### Opening Speeches in the General Assembly

Each delegation is expected to come prepared with a policy statement or speech centered on one of the conference debate topics. Please refer to the section beginning on page 11. These speeches must be restricted to one minute.

At the discretion of the debate chairs, the right of reply will be available to delegates following a specified number of opening speeches. The President will call for replies from the house and grant the floor to chosen delegates. Each reply must refer to one of the preceding speeches.

### Lobbying & Merging

#### *Definition of the process*

A resolution passed by the General Assembly represents a consensus by a majority of the member states. Such a consensus is built slowly, one member state at a time. On Friday afternoon, delegates are given a few hours for the purpose of discussing their resolutions with one another. Some discussion has already begun on the conference wiki, and delegates who have joined on-line discussions will be eager to meet in person. The goal of lobbying and merging is to create successful resolutions that already enjoy the support of a number of nations even before the debates begin. A merged resolution is one that contains ideas and even clauses from several authors.

#### *Ad hoc meetings*

Spaces have been designated in which delegates can meet and talk to one another. Most debate chairs will choose to spend some time with the delegates who have written resolutions on their topic. This is known as an ad hoc meeting. The times and locations of these

meetings will be written on signs near the registration table. Any delegate who is interested in the topic can attend ad hoc meetings. The debate chairs will also review the mechanics of merging resolutions and may make a few announcements, so it's always a good idea to attend these meetings. These meetings are definitely "standing room only." During the discussions in the ad hoc meetings, delegates will usually come to the realization that several schools of thought exist with regard to addressing the problem at hand.

### ***Locations for lobbying and merging***

When the ad hoc meeting ends, delegates organize themselves into groups to craft a merged resolution. These smaller group discussions can take place in the classroom or in the hallways, foyers, and balconies just outside of the classroom. Chairs will be placed in the hallway to facilitate smaller group discussions.

### ***Main submitters and co-submitters***

At the close of a merging discussion, a form needs to be completed. The form will include spaces for the country names of the main submitter and up to three co-submitters, and for the signatures of ten supporters. The main submitter is the person who will introduce the resolution to the GA if it is chosen for debate. This person may be chosen for their speaking ability or for their contributions to the merged resolution. At least one co-submitter must be chosen. The presence of more than one co-submitter can be seen as evidence of a strong group discussion and suggests that a lively debate will take place. The final section of the form requires ten other country signatures in support of the resolution. Ideally, this will indicate that at least ten other countries were involved in the discussion.

### ***Merging a resolution***

The group secretaries, and possibly some other leaders from the group, go to the computer labs and create the merged resolution. At this point, it is essential for the delegates to have electronic copies of their resolutions. Internet access is available in the computer lab, as are USB ports for flash drives. After cutting and pasting and then editing the relevant clauses, delegates can send their merged resolution to the printer. A member of the secretariat will pick up the printed resolution and deliver it to the computer lab. Incidentally, all printing should be one-sided; we will be re-using discarded photocopies. Once the delegates have a printed copy of their merged resolution in hand, they go to the approval panel.

## **The Approval Panel**

A group of teachers is available to students for the purpose of checking the resolution. Once a resolution is approved, the cover sheet with signatures is attached and the resolution is retained by the teachers. After the opening ceremonies, the debate chairs will examine the approved resolutions and select several from each topic. These are the resolutions that will be debated on Saturday.

The teachers at the approval panel will be focusing on two aspects of the resolution: does it follow the rules of format (see next page) and is the English readable. Gross errors in either category need to be corrected. The approval panel is not concerned with the viability of the resolution's content. If a resolution requires changes, delegates take the resolution back to the computer lab, make all required corrections, print another copy, and return to the approval panel. It is not unusual for delegates to make more than one trip to the approval panel with their merged resolution. When a resolution initially appears at the approval panel, a teacher

will require several minutes to discuss the resolution with delegates. Once changes have been made, delegates usually need only a brief discussion at the approval panel. To facilitate the approval of all merged resolutions, the approval panel will remain open during dinner and until the beginning of opening ceremonies.

### **The Challenges of Lobbying and Merging**

The traditional challenges inherent in lobbying and merging involve the motivation of the students. Some delegates will feel nervous and unmotivated. Other students see the process as a competition and become motivated for the wrong reasons. Students deserve to feel a sense of accomplishment if they are the main submitter of a resolution that passes with a large majority in the GA debates. However, problems emerge when the end is used to justify the means. Main submitters should have earned their sense of accomplishment through consensus-building during lobbying and merging, not by positioning themselves as intimidating experts. Obviously, lobbying and merging is a challenging exercise for adults, so adolescents will understandably find certain aspects difficult.

To overcome these challenges, the debate chairs and directors are asked to catalyze discussions and otherwise guide delegates. All of us are here because we enjoy MUN. Lobbying and merging is a chance for even the directors to become involved in the discussions and share our enthusiasm and experience with the delegates. The conference organizers appreciate any advice and guidance you can give to your delegates to further the success of lobbying and merging.

### **What does success look like?**

This is the first year that West Lake MUN features lobbying and merging. In light of this fact, any level of lobbying and merging could be considered a success. However, since we are also setting a precedent for future West Lake MUN conferences, a strong performance by delegates would be most auspicious. Success will be evident if a majority of the delegates are engaged in discussions. If a visitor were to walk the halls during lobbying and merging, we would expect them to see some large groups and several smaller groups holding discussions: students sitting in a circle or around a table, holding their binders, perhaps even a laptop or two open, with one person talking at a time, and some delegates simply learning by listening and watching.

## Resolution Format

Resolutions should be produced in Times New Roman 12-point font with single spacing. The instructions below assume the use of Microsoft Word to format the resolution. Please choose A4 size paper in the Page Setup option (look in the File drop-down menu) and keep 1” margins.

### ***Heading***

The following headings should be listed in the upper left-hand corner, each on a separate line and in order: Forum, Question of, and Delegation

The name of forum, the issue, and delegation name should each be set off by two spaces from the heading.

The topic should be identified using the same wording as found on page 11 of this handbook and the relevant page on the wiki.

The resolution is one long, grammatically-correct and logical sentence. Its subject is the name of the forum or body which is proposing the resolution. This is written on the second line following the delegation name, in uppercase letters and followed by a comma.

### ***Preambulatory Clauses***

Preambulatory clauses are capitalized but not numbered or indented.

Each preambulatory clause begins with a present or past participle or an adjective, and these words should be underlined (see example below).

Preambulatory clauses are separated from each other by a comma and a line-space.

### ***Operative Clauses***

Each operative clause is numbered and capitalized. Operative clauses, sub-clauses, and sub-sub-clauses are indented one tab stop. Sub-clauses are labeled with a lower-case letter. Sub-sub-clauses, if needed, can be labeled with a lower-case Roman numeral.

Each operative clause begins with a 3<sup>rd</sup> person singular verb of the present tense, and these words should be underlined (see example below).

Operative clauses are separated from each other by a semi-colon and a line-space. The final operative clause ends in a period.

Sub-clauses are listed following a colon. They are written on separate lines without any punctuation or line-spacing separating them. The final subclause is followed by a semi-colon.

Sub-sub-clauses are also listed in the same way as sub-clauses: following a colon, on separate lines with no punctuation other than a semi-colon at the end of the last sub-sub-clause in the list.

***An example of a properly-formatted resolution:***

Forum: General Assembly One

Question of: Prevention of Armed Conflict

Main Submitter: Sri Lanka

THE GENERAL ASSEMBLY,

Guided by the purposes and principles enshrined in the Charter of Nations,

Recalling Chapter VI and Article 2.3 of the Charter of the United Nations,

Recalling also the Declaration on the Granting of Independence to Colonial Countries and Peoples as contained in its resolution 1514 (XV) of 14 December 1960,

Recognizing that the prevention of armed conflict and the pacific settlement of disputes could be useful tools for the United Nations in order to build a social foundation for peace,

1. Takes note with appreciation of the report of the Secretary-General on the prevention of armed conflict;
2. Encourages Member States to utilize regional arrangements or agencies, where available, for the peaceful settlement of their disputes;
3. Recognizes the need for coordinating the prevention of armed conflict throughout the United Nations system, and calls upon its relevant organs, organizations and bodies to consider how they could best include a conflict prevention perspective in their activities, including but not limited to:
  - a. the identification of armed factions present in a project area and the strict isolation of these groups from the delivery of aid and services
  - b. the coordinated provision of incentives to leaders of armed factions encouraging them work with the UN in a peaceful capacity;
4. Resolves to remain actively seized of this matter.

Please take note that this resolution is actually one long, grammatically-correct and logical sentence.

## **Procedures During Debate**

### ***Parliamentary Procedure***

Roberts Rules of parliamentary procedure will be used at West Lake MUN. Debate chairs are trained in these rules and their application. They will gladly provide insights and advice to delegates. Delegates with questions can express them in the form of a note to the chair or by rising to a point of order, a point of information to the Chair, or a point of parliamentary inquiry. These points will not be allowed to interrupt a speaker.

### ***Powers of the Chair during Formal Debate***

All decisions of the Chair are final.

The Chair proposes the amount of time allotted for debate and in caucus. The Chair may keep all debate open or may set the amount of time spent debating for and the time against the resolution. If amendments are considered, the chair will announce the time for open debate on the amendment. All amendments will be debated using open debate. At the close of debate time, the Chair may propose an extension of the time for open debate. Conversely, the Chair may also limit or cut short the debate time. Debate time includes the time taken by speakers in answering questions but not the time taken up for questions to the speaker or other interruptions. The Chair may also call recesses and will announce when the forum is adjourned.

The Chair may call on any delegation to speak, even if that delegation has not raised its placard. This is usually done in the interest of providing a fair or lively debate. The Chair also has the power to restrict a delegate's ability to speak. Again, this is usually done in the interest of providing a fair debate, especially if one delegate has spoken several times.

The Chair will be allowed to eject delegates from the assembly if their behavior deviates dramatically from the rules of procedure. The delegate in question will be warned at the chair's discretion. The chair will communicate the length of time for which the delegate is ejected. For example, the delegate may be ejected for the remainder of the debate on the current resolution or the remainder of the conference.

### ***Caucusing***

The debate chair may initiate a caucus session and announce the amount of time allotted in caucus. The purpose of the caucus time is to allow delegates to discuss the resolution being debated. Debate chairs will circulate among the delegates to encourage such discussion. MUN directors are also encouraged to be available within the chamber for questions from delegates related to the content of a resolution. Delegates should make the most of their time in caucus by meeting with other countries in their region or with similar positions on an issue. The drafting of amendments to the resolution can also occur during caucus.

### ***Amendments to Resolutions***

Amendments to resolutions can be made by any delegate and should be proposed with the aim of improving the resolution so that a wider consensus can be achieved. Official conference amendment paper will be provided to each delegate during registration. Proposed amendments should be sent to the Chair. Any speaker who is granted the floor can ask the house to consider an Amendment. In the interest of time, however, the Chair may deny a

speaker that opportunity. If a speaker is given the opportunity to speak in favor of their amendment, the Chair will first read the amendment out loud several times. After the speaker has entertained points of information, the Chair may select more speakers in open debate on the amendment. Following open debate, the House will move into voting procedures on the amendment.

### ***Yielding the Floor to other delegates***

A speaker may ask the chair for permission to yield the floor to another delegate. Such yielding may only be done only once consecutively and only at the discretion of the Chair. The use of “yield chains” is not within the procedures of West Lake MUN.

### ***Rising to Points***

A Point of Personal Privilege must refer to the comfort and well-being of the delegate. It may not refer to the resolution or the contents of a speech. A point of personal privilege may interrupt the speaker only if the speech is inaudible. This is the only case in which a point may interrupt the speaker.

A Point of Order is directed only to the chair and is used to point out a misuse of the rules.

A Point of Information is a question directed to the speaker who has the floor or to the Chair. Although a delegate may ask for a follow-up point of information, the Chair will rarely grant such a request.

A Point of Parliamentary Inquiry is a point of information directed to the Chair concerning parliamentary rules.

As stated before, points may not interrupt the speaker except in the case of a point of personal privilege referring to audibility. All other points are dealt with only when the speaker has yielded the floor.

### ***Note-Passing***

The secretariat will assist in the passing of notes during the debate. Delegates must bring their own note-paper. Notes are intended to help delegates move the debate forward. All notes will be read by the Secretariat of one of the debate chairs. Notes that appear to relate to non-MUN topics will be retained by the Chair.

Note passing will be suspended during voting procedures, opening ceremonies, and closing ceremonies. The Chair also has the authority to suspend note passing at any time. Delegates wishing to be excused to the restroom should send a note to the chair and wait for a response.

### ***The Previous Question***

Moving the Previous Question calls for the closure of debate and for a vote to be taken on the pending motion. Usually, the Chair will make this motion, but a speaker who has the floor may also make such a motion.

### ***Voting***

All delegates representing member states of the United Nations may vote.



After the Chair has announced the start of voting procedures, no interruptions are allowed except for points of order related to the conduct of the voting. Abstentions do not count for or against a resolution or amendment. In the event of a close vote, a delegate can move to divide the house. The Chair will once again start the voting procedures, and any delegates who abstained are encouraged to vote.

## **Dress Code**

Delegates are required to wear clothes that fit the occasion of a meeting of countries. Standard business attire is expected of all delegates. Furthermore, styles and accessories that detract from the proceedings by drawing an unwarranted amount of attention to one delegate are prohibited. Delegates may find that they have a question about a specific shirt, type of shoe, earring, etc. A good rule of thumb is “If you have to ask, it’s not appropriate for the conference.” Directors are expected to guide delegates in this regard.

*The rules of procedure for West Lake MUN were adapted from the rules used at The Kuwait Schools Activities Association (KSAA) Model United Nations conference and The Hague International Model United Nations (THIMUN) conference.*

## Materials for Debate Chairs

### Essay: How to manage the debate by using the expression on your face.

Every little expression on a debate chair's face communicates a huge amount of information. During the debates, delegates will spend a lot of time looking at you. Get used to them watching you like television. The correct response to this situation is to maintain a neutral, professional expression. Once you get into the habit, it will require no effort. In fact, it's easy to do: keeping a neutral expression on your face is a natural response when 100 people are staring at you.

While you are chairing a debate, you might feel some strong emotions, like fear, anger, or joy. The best thing you can do is to keep these emotions a secret. No one needs to know about them. Each of these emotions will pass. If you are feeling nervous, do not worry, because your confidence will return. If you are feeling like you have conquered the world, this feeling will pass, too. No emotions last forever. Yet each of these emotions can trick you into making a mistake, and that mistake might be fatal. If you allow a strong emotion to determine your behavior, it can cause you to lose control of the debate.

The most important skill in being a good chair is to "watch" your emotions. You should be aware of your emotions, but don't let them show on your face. Instead, force yourself to keep a neutral expression and look out at the assembly. This is especially important to do while you are talking. Or, even when someone else is speaking, take ten seconds to move your gaze across the assembly. Watch the members of the house to see who is really listening, who is trying to get away with whispering, who is doing Sudoku, etc. (If someone happens to be whispering to their friend, look at them with a neutral but firm expression until they notice. Keep looking until they look away. At that point, they will get the message.)

Here are some examples of "giving in" to an emotion. If you are nervous, don't spend a lot of time looking at your notes; you can't hide there. Look out at the assembly, even if you are nervous. Another danger is becoming too informal. This might happen when you feel relieved (I didn't embarrass myself to death!) or omnipotent (I have so much power that I can do anything!). Even when these emotions appear, you must continue to maintain a neutral, professional expression. Refrain from making jokes while addressing the house. Similarly, never allow a look of disdain to appear when a silly question is asked by a delegate. Since everyone is looking at you, even the slightest deviations from your professional expression will be noticed.

As a chair, you are simply leading by example. You are modeling the behavior you want from your delegates. Since you are in the seat of power, your actions will be taken as cues. If you often turn to your co-chair and whisper little comments, delegates will get the sense that such rude behavior is "ok" and "allowed," so they will copy this behavior. However, if you look at the speaker when he or she begins their speech, delegates will follow your behavior. If they look at you and see you looking at the speaker, they will naturally look at the speaker, too.

The next time you watch a drama production, notice that all actors on the stage look at the person speaking. Through their actions, they direct the audience's gaze at the main speaker. If one of the actors is NOT looking at the main speaker, it is a hint that their character has

something else on their mind. For you, it's okay to have something else on your mind occasionally. In fact, you do have several different tasks to accomplish when you are on the dais. Most of the time, however, you should be listening closely to the speaker and looking at him or her. The delegates will copy your behavior, and you will have set the stage for a great debate.

Considering all of the above, it must be said that a chair is not a robot either. If there is a moment of true humor, you can allow yourself to smile. If someone poses a very rude question, you are certainly allowed to look angry and be angry. The key is to reign in these emotions quickly so that you can get back to business.

Finally, a deadly mistake to make as a chair is to lose your patience. Making a debate happen smoothly can sometimes be a challenge, especially if there are unruly delegates. Maintain calm as much as possible. When you see a delegate behave badly, ask that delegate, very openly and directly, to change their behavior. If they fail to change their behavior, ask them once again and say that they have received their first warning. But, do not lecture the delegates, or berate them, or yell into the microphone. These actions signal to the delegates that you have given up, that they have power over you. Such actions are also pure hypocrisy. You want delegates to respect you and each other, so you must model what it means to be respectful.

Being selected as a chair means the adults in your life trust you and see some potential in you. Congratulations on making it to this stage! Becoming a good chair, however, takes time and practice. You should feel proud, but not arrogant. You should feel honored, but not intimidated. You still have a lot of learning and growing to do. Listen to others, take their advice, and be honest with yourself. What are your strengths? Share these with others. What are some areas you need to improve? Find someone whose strength is your weakness and learn from that person.

Good luck on your journey!

## Debate Chair Script: Debating a Resolution

1. Will the house please come to order.

2. The house will now consider the issue of say which debate topic is being discussed.

3. Will the main submitter please approach the microphone and read the operative clauses.

[Look at main submitter to communicate “it’s time to listen now”]

[When the mainsubmitter has finished reading the operative clauses, say the following]

4. Thank you.

The chair now sets debate time at 10 minutes for the resolution, 10 minutes against the resolution, and 10 minutes in open debate. The main submitter will now be allowed two minutes to speak in favor of the resolution.

[Listen to the speech]

5. Is the delegate open to any points of information?

[Wait for the delegate to answer the question.]

That is in order, the delegate is open to (any and all, one, two, no) points of information.

6. Are there any points of information on the floor at this time? Please raise your placards.  
name of country you have been recognized.

[wait while the delegate asks the question and the main submitter replies.

Listen for any personal pronouns (I,we) and interrupt if necessary

“Will the delegate please refrain from using personal pronouns.”]

[After points of information end, ask the speaker to yield the floor back to you.]

7. “Thank you, delegate of \_\_\_\_\_. Will the delegate please yield the floor back to the chair.”

8. “Are there any other speakers wishing to speak in favor of this resolution? Please raise your placards.”

“name of country, you have been recognized.”

[repeat points of information until time has elapsed in debate for the resolution.]

9 “Debate time in favor of the resolution has come to an end. We will now be moving into time against the resolution. Are there any delegates wishing to speak against this resolution? Please raise your placards.”

“name of country, you have been recognized.”

[ repeat steps 5 – 8 until time against the resolution is at an end.]

10. “Time against this resolution has come to an end. We will now be moving into open debate. Are there any delegates wishing to speak for or against this resolution? Please raise your placards.”

“\_\_\_\_\_ *name of country* \_\_\_\_\_, you have been recognized.”

[repeat steps 5-8 until time for open debate comes to an end]

11. The time for debate on this resolution is now at an end. We will be moving into voting procedures. Note passing is suspended. Will the Secretariat please take their positions?

All those in favor of this resolution, please raise your placards.  
You may lower your placards.

All those against, please raise your placards.  
You may lower your placards.

All those abstaining, please raise your placards.  
You may lower your placards.

With a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, and \_\_\_\_\_ abstentions, this resolution has

- Passed, clapping is in order.
- Not Passed, clapping is not in order.

Note: During voting procedures, delegates should hold their placards in the air until you say “you may lower your placards.” If someone lowers his or her placard early, simply state the expected behavior: “Delegates, please keep your placards held high until the chair asks you to lower them.”

Every once in a while, you will need to remind the delegates to keep placards facing up in their laps so that the Secretariat can see the placards. It’s hard to deliver a note to a delegate if you can’t see their country name.

## Debate Chair Script: Security Council

1. Will the house please come to order.
2. The house will now consider the issue of \_\_\_\_say which debate topic is being discussed.\_\_\_\_
3. The chair will now read the operative clauses.

[Read the clauses]

4. The chair now sets debate time on this clause at \_\_x\_\_ minutes for, \_\_x\_\_ minutes against, and \_\_x\_\_ minutes in open debate. Are there any speakers wishing to speak in favor of the resolution, please raise your placards.

*or...*

The chair now sets open debate time on this clause at \_\_x\_\_ minutes. Are there any speakers wishing to obtain the floor, please raise your placards.

5. Is the delegate open to any points of information?

[Wait for the delegate to answer the question.]

That is in order, the delegate is open to (any and all, one, two, no) points of information.

6. Are there any points of information on the floor at this time? Please raise your placards.  
*name of country* you have been recognized.

[wait while the delegate asks the question and the main submitter replies.

Listen for any personal pronouns (I,we) and interrupt if necessary

“Will the delegate please refrain from using personal pronouns.”]

[After points of information end, ask the speaker to yield the floor back to you.]

7. “Thank you, delegate of \_\_\_\_\_. Will the delegate please yield the floor back to the chair.”

8. "Are there any other speakers wishing to speak in favor of this resolution? Please raise your placards."

“ *name of country* , you have been recognized.”

[repeat points of information until time has elapsed in debate for the resolution.]

10. "Time against this resolution has come to an end. We will now be moving into open debate. Are there any delegates wishing to speak for or against this resolution? Please raise your placards."

“ *name of country* , you have been recognized.”

[repeat steps 5-8 until time for open debate comes to an end]

11. The time for debate on this clause is now at an end. We will be moving into voting procedures. Note passing is suspended. Will the Secretariat please take their positions?

All those in favor of this clause, please raise your placards.  
You may lower your placards.

All those against, please raise your placards.  
You may lower your placards.

All those abstaining, please raise your placards.  
You may lower your placards.

With a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, and \_\_\_\_\_ abstentions, this clause has

- Passed, clapping is in order.
- Not Passed, clapping is not in order.

Note: During voting procedures, delegates should hold their placards in the air until you say “you may lower your placards.” If someone lowers his or her placard early, simply state the expected behavior: “Delegates, please keep your placards held high until the chair asks you to lower them.”

## Dealing with Motions and Points

The following section contains a list of points and motions that delegates may raise during the debate. When you are responding to a question, never let yourself feel the pressure to give an immediate answer. Maintain your professional manner. Speak slowly, clearly, and thoughtfully. Isn't that what you want your delegates to do, too? Giving a thoughtful answer may require you to take five or ten seconds to think about what you are going to say. This is not a problem! Watch any question and answer exchange on television, whether it is in the US Congress or simply at a news conference. You will notice that government officials take their time. Sometimes they have the answer right on the tip of their tongue, but just as often they will begin with "Thank you for that question" and then pause for what may seem like an embarrassingly long time. The point is this: you hold the microphone, so you control the pace of the conversation. If someone has just asked you a question, it is legitimate to take the time to think about that question and your answer. It is better to keep people waiting a minute for a well-reasoned answer than sending them down the wrong path with a quick answer off the top of your head.

If you need a longer time to look up an answer to the question, or if you need to consult with your co-chair or one of the Heads of the Secretariat, simply say "Thank you, delegate. One moment please" and then open the handbook to look up the answer to the question or turn to your co-chair to have a quick conversation. While you are doing these things, hold one hand over the microphone.

### **Motions and points that you may encounter as chair.**

Delegates may call out these phrases and the chair responds in the manner described below.

#### **Point of Personal Privilege**

If a delegate cannot hear a speaker, they may interrupt the speaker by calling out "Point of Personal Privilege." A delegate may also rise to this point if he/she is cold or hot.

Occasionally, boys will use this point to ask if they can take off their jacket. The answer to that one is "no", a polite but very firm "no."

Chair responds:

*"Will the delegate rise and state his/her point."*

If it is obvious to all that the speaker is too quiet, simply address your reply directly to the speaker.

*"Will the speaker please move closer to the microphone."*

*"Will the speaker please speak in a louder voice."*

*"Will the speaker please speak more slowly."*

If the delegate is cold or hot, simply thank them for the information and tell them that the admin staff will address the situation. Then turn to the head of admin and ask them to look into adjusting the air temperature.

#### **Point of Parliamentary Inquiry**

If a delegate is confused about the rules of procedure, they are allowed to rise to this point. Basically, this is the method for a delegate to ask a question if they are lost. The questions can range from "When is lunch" or "May I go to the bathroom" to "Can a point of information interrupt a speaker" or "Why hasn't my amendment come up for debate."



Your first job is to have the rules of procedure memorized. Your second job is to realize that you hold the power seat in the house. What you decide is what everyone must do. Your advisors will stand behind your decisions. If you decide to limit debate time to fifteen minutes for one of the resolutions, we will support that. (This is often done at the end of the day to get one more resolution passed). If you decide to limit speeches to one minute, fine. If you kick out a delegate because of bad behavior, we will stand behind that decision.

Here are some examples.

Delegate says:	Chair responds:
<i>The Delegate of Russia wishes to use the restroom.</i>	<i>Delegates are reminded that requests to use the restroom are handled by sending a note to the chair. The Rules of Procedure in your handbook explain this very clearly. In other words, “please don’t waste any more of our time; you are supposed to know the answer to this question.”</i>
<i>The Delegate of Bangladesh wants to know when lunch begins.</i>	<i>Delegates are reminded that the chair sets the time for debate. That time has not elapsed yet. The Chair will inform delegates when lunch begins.</i>
<i>The Delegate of Vietnam wishes to know why his notes are not being delivered.</i>	<i>The Chair warns the delegate of Vietnam to keep the content of his notes related to MUN and the debate. The chair is keeping the notes sent earlier by the delegate of Vietnam since they were off-topic. (You have the power to issue warnings. After one or two warnings, you have the power to ask a delegate to leave the assembly for the duration of the debate or even for the rest of the day. We will discuss this in more detail at the chair training.)</i>
<i>The Delegate of Kenya wants to know why her amendment has not come up for debate.</i>	<i>The Chairs have received the delegate’s amendment, as well as others, and are considering which ones to bring up for debate. Delegates are reminded that the Rules of Procedure in the conference handbook explain this topic clearly.</i>

In each of these examples, it is not necessary to follow exactly this script. You should note the formality in the chair’s response, however.

### Point of Order

A point of order is used when a delegate feels that a mistake has been made in the order of debate. Sometimes these points are brought forward as friendly reminders and sometimes they are challenges to the authority of the chair. The delegate raising the point usually communicates through body-language, tone of voice, and word-choice whether they are trying to be helpful or to draw unnecessary attention to themselves. An example of a helpful point of order: during a vote, the chair forgets to ask for abstentions. Delegate: *Is it not in order for the chair to ask for abstentions?* Chair: *Thank you delegate. The chair stands corrected. Will all those abstaining please raise their placards, etc.* An example of a challenge: in the middle of a debate, a delegate asks *Is it not in order for delegates to read out their amendments instead of sending them to the chair.* Chair: *As stated in the Rules of Procedure, amendments at this conference will be sent to the chairs. The chairs will follow the Rules of Procedure as written and we ask that delegates do the same.* (Do you see why it’s important to have those rules memorized!)

## Debate Chair Script: Dealing with Delegate Mistakes

### 1. A delegate just walks away from the microphone after speaking

YOU say: "Delegate, please stay at the podium until the floor is yielded back to the chair.

(wait while delegate returns to the podium)

"Is the delegate open to any points of information?"

OR

"Will the delegate of \_\_\_\_\_ please yield the floor back to the chair."

### 2. May I go to the bathroom?

YOU say: "Delegates are reminded that they may be excused to the bathroom by sending a note to the chair."

### 3. "Point of Order!" while a speaker is talking

YOU say: "A point of order may not interrupt the speaker. Delegates, please remember that points may not interrupt a speaker. Please raise your point at another time."

OR

"Delegates, the only point that may interrupt a speaker is a point of personal privilege. Please raise your point at another time."

### 4. Something very undiplomatic is said: "Iraq thinks South Africa is stupid!"

or a delegate is not serious in the speech, making jokes and laughing

YOU say: "Delegate of \_\_\_\_\_, you have received a warning. Please respect other delegates and the United Nations by keeping a diplomatic attitude in this assembly."

(look very stern when saying this)

### 5. The speaker and the delegate asking the point of information begin to have a conversation.

YOU interrupt them and make them be quiet by saying "There will be no direct dialogue between delegates."

## Debate Chair Script: Opening Ceremonies

Will the house please come to order?

(If not everyone responds within 20 seconds, repeat, more forcefully, The House will Please come to order! Give people another 20 seconds and repeat once again if necessary.)

+++++

Honored delegates, distinguished guests,

Welcome to Hangzhou International School and the 2008 West Lake Model United Nations Conference.

My name is \_\_\_\_\_, and I will be serving as chair during the opening ceremonies.

I would like to introduce the other chairs at this time:

On my right is..

And on my left is...

We are joined on the stage by \_\_\_\_\_, Head of the Secretariat

Let me now welcome to the stage \_\_\_\_\_

We will now draw the name of the first country for opening speeches.

Opening speeches will begin with \_\_\_\_\_.

I now have the honor to declare the 2008 West Lake Model United Nations conference as officially open.

+++++

As our first order of business, we will call roll.

Please raise your placard momentarily when the name of your country is called.

Afghanistan, pause

Algeria, pause

Australia, pause

Etc.

+++++

We will now move into opening speeches.

When the name of your country is called, please form a line at the side of the stage next to the podium.

(Now call out five countries. As soon as the first two of those five countries are in line, look at the first person in line, say the name of their country, and, if they don't get the hint, motion that they should approach the microphone and begin their speech, or simple say "You may now begin your speech.")

(This quickly settles into a routine. After twenty countries have given speeches, ask for rights of reply.)

The chair will now entertain three rights of reply.

Are there any rights of reply on the floor at this time, please raise your placards.

(Pick one person and allow them to speak for up to 1 minute.

Rights of reply are little speeches, not questions.

You may need to remind delegates to:

- 1) stand when speaking
- 2) stay where they are (at bigger conferences, a microphone may be provided on the floor, and delegates may want to walk to such a microphone, but we won't have one.)
- 3) refrain from using personal pronouns.
- 4) Maintain diplomatic decorum – there will be no insults or inflammatory statements allowed.

There are no responses allowed when a right of reply is made.

There can be no direct dialogue between delegates.

+++++

Thank you delegates. This concludes opening speeches.

We will now debate a resolution on the topic of \_\_\_\_\_

Please remain in your seats while the Secretariat distributes the resolution.

+++++

## Frequently asked Questions

### What should delegates bring?

- a binder or folder to use as a hard surface for writing.
  - hard and soft copies of their resolutions.
  - notepaper, a binder as a hard surface for writing.
  - an umbrella.
  - a water bottle – water coolers are available, and delegates are free to use a water bottle during the weekend instead of constantly throwing away plastic cups.
  - playing cards – great for bus rides, hotel rooms, and dances if you don't like to dance.
- ☺

If delegates bring laptop computers for lobbying and merging, they can keep the laptops with them, but closed, during opening ceremonies. Laptops should not be brought to the conference on Saturday. Delegates are personally responsible for their laptops during the conference.

### What will we receive at registration?

- Hard copies of the conference handbook for delegates
- Hard copies of the directors' handbook for directors.
- Name badges with lanyards. The lanyard can be kept by delegates or returned on Saturday so that they can be re-used next year.
- Signature forms for lobbying and merging.
- Amendment paper: more amendment paper will be available in the General Assembly.

Country placards will be found on seats at the opening ceremonies and at the beginning of each debate. These placards are the property of West Lake MUN and must be returned at the end of the conference.

Certificates will be handed to the directors on Saturday.

### How can we find Hangzhou International School?

A map showing directions to Hangzhou International School can be found on the director's page of the West Lake MUN wiki. <http://westlakemun.wikispaces.com>

Our school is adjacent to the Hangzhou No. 2 Middle School on Dong Xin Street in Bin Jiang District. If your driver were to ask directions, it is more likely that people will know about the No. 2 Middle School than about Hangzhou International School.

### What's the weather going to be like?

At this time of year, it can be absolutely beautiful. It can also rain for two days straight. We have planned for the worst and designed conference events so that everyone can remain dry. The greatest exposure to the weather will be the walk between Building B and the Cafeteria / Performance Space. A small umbrella is essential if the weather is bad.

**Use great caution when entering buildings during rainy weather. It is very easy to slip.**

On a lighter note (unless you happen to be an amphibian), avoid walking on the grass at night in the rain; you might step on toads.

## Appendix A: Introductory Phrases for Resolutions

The following lists were taken from Williams, D.L. and Stein, I. *Uniting the Nations through Model United Nations* 2006, International Youth Support, and from Endless, B. and Wolfe, A. Model UN “in a box” 2006, American United Nations Publications.

Further examples can be found in UN resolutions.

### Words and phrases to introduce Preamble Clauses

Acknowledging	Expecting	Noting with appreciation
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Bearing in mind	Fully aware	Observing
Believing	Fully believing	Pointing out
Confident	Further deploring	Reaffirming
Congratulating	Further recalling	Realizing
Contemplating	Guided by	Recalling
Convinced	Having adopted	Recognizing
Declaring	Having considered	Referring
Deeply concerned	Having considered further	Reminding
Deeply conscious of	Having devoted attention	Seeking
Deeply convinced	Having examined	Taking into account
Deeply disturbed	Having heard	Taking into consideration
Deeply regretting	Having received	Taking note
Deploring	Having studied	Viewing with appreciation
Desiring	Keeping in mind	Welcoming
Emphasizing	Noting further	

### Words and phrases to introduce Operative Clauses

Accepts	Encourages	Proposes
Affirms	Endorses	Reaffirms
Approves	Expressing its appreciation	Recommends
Asks	Expresses its hope	Regrets
Authorizes	Further invites	Reminds
Calls for	Further proclaims	Requests
Calls upon	Further recommends	Resolves
Condemns	Further reminds	Seeks
Confirms	Further requests	Solemnly affirms
Congratulates	Further resolves	Strongly condemns
Declares accordingly	Has resolved	Suggests
Deplores	Hopes	Supports
Designates	Invites	Transmits
Draws attention to	Notes	Urges
Emphasizes	Proclaims	Welcomes

## Appendix B: Useful Phrases and Terms relating to Debate

The House: all the delegates gathered for the debate.

The Chair: the manager of the debate

The Resolution: the proposed solution to a world problem. This solution is what you debate.

The Main Submitter: the delegate who played the lead role in creating the resolution.

The Second Speaker: another delegate who played an important in creating the resolution.

The Floor: the right to speak. The Chair controls who has access to the floor. If you have been given the right to speak, you have been given the floor. After you have spoken, you yield the floor, or give up your right to speak.

### *Modes of Address*

Polite speakers always address the chair when they begin speaking. As the person who manages the discussion, the chair deserves respect.

“Madame/Mister Chair” or “Honorable Chair”

Polite speakers always use formal language when addressing another delegate.

“Honorable Delegate” or “The Delegate of \_\_\_\_\_”

A good way to begin every speech:

“Honorable chair, fellow delegates...”

### *Obtaining and Yielding the Floor*

The chair controls who has the right to speak. This is NOT because the chair is better than the rest of the delegates in the house. The chair’s job is to manage a debate in which every delegate has an equal opportunity to speak. A debate is a very structured event, and the chair is the person who keeps everyone organized within that structure.

During regular debate, there are **two** opportunities for delegates to obtain the floor.

- 1) *The Chair asks, “Are there any points of information on the floor at this time? Please raise your placards.”*

After the resolution is introduced and the main submitter has read the operative clauses, the chair will ask the main submitter if he or she is open to points of information. In other words, will the speaker take questions? If the speaker agrees to take points of information, the chair will ask the delegates if they have any points of information. Don’t raise your placard until you have been asked. If you are “recognized” (chosen), you may rise and ask your question to the speaker. At the conclusion of the speaker’s answer, it is your right to ask for a follow-up question if you feel your question was not answered properly. Say “Request follow-up.” The chair will probably deny it, however. Remember, there are a lot of other delegates who would like to ask questions. When your turn to ask questions is at an end, return to your seat.

- 2) *The Chair asks, “Are there any delegates wishing to speak in favor of / against the resolution? Please raise your placards.”*

When one speaker has finished taking questions, the chair will open the floor to other speakers. ANY delegate has the right to get up and make a speech (usually one minute in length). At the conclusion of your speech, the chair will ask you if you are “Open to any points of information.” You may say no, but that is undiplomatic. You may say “Any and all,” allowing the chair to decide how many questions you will answer from the house.

You may also set the number of questions that you will answer by saying “Two points of information.” At this point, the chair will ask the house if there are any questions.

After answering the questions relating to your speech, the chair will ask you to yield the floor back to him or her. It is polite for you to say “The Delegate of say your country name yields the floor back to the chair.” Notice that you are referring to yourself in the 3<sup>rd</sup> person.

Instead of yielding the floor to the chair, it is your right to ask the chair if you can yield the floor to another speaker. “The Delegate of Country A (you) requests permission to yield the floor to the Delegate of Country B (your ally)” The chair may allow or deny this request. The chair’s decision is final.

### ***Asking a Question***

Most delegates enter the debate the first time by asking a question of the main speaker. If you are new to debate, listen to the way other delegates ask questions as well as the type of questions they ask.

Questions usually begin with the following phrases:

“Does the speaker agree that...” or “Does the speaker not agree that ...”

“Is the speaker aware that...” or “Is the speaker not aware that...”

“The Delegate of say delegate’s country stated that...Does the delegate not realize that”

Even though these appear on the surface to be “yes or no” questions, it would be very rude of any delegate to answer them in such a simple fashion. In fact, every question is chance to move the discussion forward. You will notice that some delegates precede their questions with one or two statements of opinion. These must be short, but they are allowed. You may also notice that the speakers’ response to a question may be quite brief and then followed by the presentation of an entirely different argument by the speaker.

### ***Making a Speech for or against a Resolution***

There are no winners in MUN. A debate is not a contest. It is a discussion about the best possible action to take. At the end of the debate, a failed resolution is a failure for everyone. On the other hand, the goal is not only to pass a resolution. The true sign of success is when a resolution passes with a very large majority of delegates. This signifies that the countries of the world have come to a consensus on a difficult issue.

If you are speaking for a resolution, emphasize the benefits without making anyone look bad. If you are speaking against a resolution, do not belittle the resolution or those who support it. Always feel free to suggest amendments in your speech. Make certain that you write these amendments on the amendment paper that has been provided and submit them to the chair before you speak.

Keep your speech short. Make your points clearly.

At the conclusion of your speech, you should restate your position for or against.

“The Delegate of say your country urges the house to vote for/against this resolution/amendment.”